

Tompkins Cortland Community College

**Master Course Syllabus**

**Course Discipline and Number: CAPS 100**

**Year: 2021-2022**

**Course Title: Keyboarding for Computers**

**Credit Hours: 1**

**I. Course Description:** This course introduces the touch-typing system of inputting the alphabet, numbers, and symbols with speed and accuracy. Basic machine operation of a computer is covered. Prerequisite None. 1 Cr. (2 Lec., 2 Lab. for 5 weeks). Occasionally.

**II. Additional Course Information:**

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| 1. This is an introductory course in keyboarding and can be used as a CAPS elective in a variety of programs. CAPS electives are required in several degree programs and can be acceptable as a transfer computer application course. |
| 2. Students may not receive credit for both OFFC 101 and CAPS 100 toward their degree program.  |

**III. Student Learning Outcomes**

Upon successful completion of this course, students will be able to:

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| 1. Input information using the touch system on the keyboard.  |
| 2. Input straight-copy information at a minimum speed of 24 words per minute for two minutes with a maximum of five errors. |
| 3. Perform the basic machine operations of a personal computer, including storing and retrieving documents.                 |
| 4. Produce letters, memoranda, resumes, and emails.   |

**IV. Tompkins Cortland General Education & SUNY Competency Goals**

- Critical thinking (Tompkins Cortland GE Goal; SUNY Competency)**
- Social/Global Awareness**
- Information Management**
- This course does not address either of these Tompkins Cortland or SUNY General Education Goals.

**V. Essential Topics/Themes**

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|---------------------------------|
| 1. Posture and finger positions |
| 2. Formatting                   |
| 3. File management              |

## VI. Methods of Assessment/Evaluation

Method	% Course Grade
Three highest timed writings, graded as follows: <ul style="list-style-type: none"> <li>• A (100) = 0-1 errors and 30+ words per minute</li> <li>• B ( 85) = 2-3 errors and 27-29 words per minute</li> <li>• C ( 75) = 4-5 errors and 24-26 words per minute</li> <li>• D ( 65) = 6-7 errors and 21-23 words per minute</li> <li>• F (50) = More than 7 errors and fewer than 21 words per minute.</li> </ul>	65-70%
Attendance	5-10%
Lessons	25-30%

## VII. Texts – Required    Recommended    Used for more than one course (list courses)

1. Ober, Johnson, Rice, and Hanson. *College Keyboarding, Lessons 1-20*. 11<sup>th</sup> ed., McGraw-Hill/Glencoe Publishing Co.

*Editions listed are current as of date of syllabus. More recent editions may be used.*

## VIII. Bibliography of Supplemental Materials

1. VanHuss, Forde, Woo, and Robertson, *Keyboarding & Word Processing Essentials, Lessons 1-55* 20e. Microsoft 2016, (College Keyboarding) 20th ed. Cengage Learning.

*Editions listed are current as of date of syllabus. More recent editions may be used.*

## IX. Other Learning Resources

**Audiovisual:** *Mavis Bacon Teaches Typing*

**Electronic:** [typing-lessons.org](http://typing-lessons.org). (Peter's Online Typing Course)  
[edutyping.com](http://edutyping.com)

**Other:** No resources specified

**Attendance Policy:** *To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.*

**Services for Students with Disabilities:** *It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for academic adjustments. All course materials are available in alternate formats upon request.*

**Academic Integrity:** *Every student at Tompkins Cortland Community College is expected to act in an academically honest fashion in all aspects of his or her academic work: in writing papers and reports, in taking examinations, in performing laboratory experiments and reporting the results, in clinical and cooperative learning experiences, and in attending to paperwork such as registration forms.*

*Any written work submitted by a student must be his or her own. If the student uses the words or ideas of someone else, he or she must cite the source by such means as a footnote. Our guiding principle is that any honest evaluation of a student's performance must be based on that student's work. Any action taken by a student that would result in misrepresentation of someone else's work or actions as the student's own — such as cheating on a test, submitting for credit a paper written by another person, or forging an advisor's signature — is intellectually dishonest and deserving of censure.*

*Several degree programs offer student learning opportunities (such as internships, field work, and clinical experiences) outside the standard classroom setting. As part of the learning process, students must understand and engage in conduct that adheres to principles guiding employment within the professional workplace. These behaviors include, but are not limited to, academic integrity, accountability, reliability, respect, use of appropriate language and dress, civility, professional ethics, honesty, and trustworthiness. Disciplinary action may be initiated for inappropriate conduct occurring while participating in any course-related project or event.*